



How Would You Like to **Grow** Your Business???

The Department of Administration Procurement Division can help!!

Visit us at <http://www.in.gov/idoa>

Active Contracts and QPAs: Quantity Purchase Agreements are contracts between the State and vendors in which commodities/services are supplied to State agencies on an on-going, as-needed basis. QPAs benefit the State by enabling the State to aggregate purchases to achieve bulk pricing and are awarded via the competitive bid process.
<http://www.in.gov/idoa/2448.htm>

Bidding on State Contracts: Vendor Handbook, Bidder Registration, Solicitation Opportunities, State Ethics Policies and Executive Branch Lobbyist Registration.

Companies who would like to respond to a solicitation must be registered with the Department of Administration. Once a company is registered, it will receive notification of solicitation opportunities that match its business offerings.
<http://www.in.gov/idoa/2464.htm>

After Bidding Concludes: Your company must be registered with the Indiana Secretary of State. To be paid, your company must have a valid Taxpayer Identification Form (W-9) on file with the Auditor of State. All payments made by the State to a vendor will be completed using direct deposit/Automated Clearing House.
<http://www.in.gov/idoa/2476.htm>

Procurement Personnel and Agency Purchasing Administrators: Contains a listing of IDOA Procurement division personnel and the head purchasing agents for all the departments in the State. Contact information is provided that will help you in promoting your business. <http://www.in.gov/idoa/2479.htm>

Vendor Handbook: This document shows you how the State makes purchases and what you need to do to get business from the State.
http://www.in.gov/idoa/files/vendor_handbook.doc